

29 SEPT 1986

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DDA 1650x-86


TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. DIRECTOR OF INFORMATION SERVICES			
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5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
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Coordination	Justify		

REMARKS

#1 - FOR APPROPRIATE ACTION AND DIRECT REPLY
WITH DROP COPY TO EXA/DDA.

SUSPENSE: 29 OCTOBER 1986

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
EXA/DD 	Phone No.

5041-102

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OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

10-4



Information Security Oversight Office
Washington, DC 20405

DDA Registry
86-1656X

September 23, 1986

Dear Mr. Donnelly:

As the fiscal year draws to a close, the Information Security Oversight Office (ISOO) draws your attention to several matters. First, the completed Standard Form 311, "Agency Information Security Program Data," for FY 1986 is due at ISOO no later than October 31, 1986.

Second, as of the new fiscal year, all agencies are expected to implement fully the exclusive use of Standard Forms 700 through 705 unless an agency or specified component has received a waiver from ISOO.

Finally, ISOO has received several complaints that the standard forms cited above, and especially the Standard Form 189, "Classified Information Nondisclosure Agreement," are unavailable. These forms are available through the Government's established supply systems, either through internal supply or procurement channels. Generally, this involves ordering the forms through FEDSTRIP for civilian agencies, or MILSTRIP for military agencies, although military agencies are approved for FEDSTRIP also in some situations. Instructions concerning FEDSTRIP and MILSTRIP are available in Subpart 101-26.2 of the Federal Property Management Regulations (41 CFR), and DOD Instruction 4140.17-M, respectively. Once again this year, the National Security Council has asked ISOO to report on the status of agency implementation of the SF 189s in its Report to the President.

Sincerely,

Steven Garfinkel
Director

Mr. William F. Donnelly
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505

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cc: